



Ref. RFQ/09/015

Date: December 23, 2009

RFQ PRINCE2® Project Management Training

The International Foundation for Electoral Systems (IFES) invites your firm to participate in this competitive solicitation for pricing, delivery and terms of potential sale on the following material/equipment.

Specifications: The delivery to a group of five students (5) a PRINCE2® Project Management Course; consisting of a Foundation module with exam followed by a Practitioner Module and exam. The quote is to include a pre-workshop Computer based training module, the provision of PRINCE2® Manuals and follow up with exam certificates.

Delivery address:

The exact location is yet to be confirmed but the event will take place in Dubai, UAE, all quotes are to include airfare, accommodation and per diem **for the required consultant trainer only**. The venue for the event will be provided by IFES STEP Afghanistan, vendors should not quote for this provision.

Delivery Date:

The exact date is yet to be confirmed but is anticipated to be between February to April 2010. Vendors should clearly state which dates are suitable for them. The date of commencement will depend on availability and the length of time required for the CBT.

Quantity:

Vendors should quote for a full “turn-key” solution for the 5 participants including all aspects described above.

Instructions:

Please return bid to attention of Jaime Acosta at jacosta@ifes.org or telephone no. +1 202-350-6816 and Ragheed Al Ameen at ralameen@ifes.org or telephone no. +1 202-350-6864 before 10:00am EST (-5GMT) December 30, 2009.

- Quote prices in US dollar and considering any applicable exemptions and concessions available for an NGO non-profit buyer.
- If purchased, Buyer would use a fixed price contract. Please affirm your willingness to accept such an order.
- Please state any other sales conditions you would feel necessary.
- Please confirm quotation validity for a minimum of 90 days.

Questions:

Contractual & Technical

Same contacts above